

Review Guide for Local Emergency Response Plans/Guidelines



A Companion Guide to EMHSD/MSP Pub 201,
Local Emergency Planning Workbook

INSTRUCTIONS

The purpose of the Review Guide is to provide a measure for determining whether a community's emergency management planning documents are adequate in accordance to planning standards and to the National Incident Management System (NIMS). This document is a list of items incorporating planning considerations common to all hazards. A community must determine how it would provide for each item during a disaster of emergency situation. The items must be addressed somewhere in the community's emergency management documentation, i.e., Emergency Operations Plan, Emergency Action Guidelines, Community HazMat Response Plan, Hazard Mitigation Plan, etc..

In the second column, the Emergency Management Coordinator must cite where the item is addressed in the community's emergency management documentation. The local coordinator must ensure that the district coordinator or reviewer can determine whether the issue is adequately addressed by reviewing the citation given for each item. This may require more than one citation.

The issues that are not addressed in the community's emergency management documentation should be used as goals or work products for planning in the next annual work agreement. The local coordinator should work toward providing the missing elements and documenting their location. Needed amendments should be included in the annual work agreement with the Michigan State Police, Emergency Management and Homeland Security Division District Coordinator.

For jurisdictions seeking accreditation through the Emergency Management Accreditation Program (EMAP), please refer to Standard 4.6 of the *Emergency Management Standard, September 2007* document, which contains a list of items that a plan must identify and address to meet accreditation. This document is available at <http://www.emaponline.org/?374>.

Jurisdiction:	
Reviewed By:	Date Completed:

Metrics Met:	/ 68
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MSP/EMHSD Requirements:	Location in plan or in other supporting documents [include title]	Meets criteria, reviewer only
<i>Each Emergency Management Program Must Provide....</i>		
1. Proof that the Chief Executive Official has reviewed and approved the emergency operations document with a dated signature page, every four years or when the Chief Executive Official Changes.		
2. Evidence that section representatives reviewed and approved their section of the document.		
3. A table of contents listing all major sections of the document.		
4. A distribution list of the document.		
5. A hazard analysis and assessment of the jurisdiction's vulnerability to those hazards.		
6. A description of local government procedures for responding to a hazardous material incident. Description should identify tasks of key agencies, description of general response capability and general procedures to be used.		
7. A listing of sites with extremely hazardous substances (302 sites).		
8. A description of how protective action recommendations, such as evacuation, in-place sheltering, etc, will be determined.		
9. A citation or copy of the local emergency management resolution. Include citations or copies of local resolutions regarding Good Samaritan laws and other local, State and Federal laws, e.g. SARA Title III, that provide a legal basis for developing emergency operations guidance. Include Good Samaritan laws that provide immunity from liability for involved individuals, jurisdictions, and organizations. (As a supporting document or included in the plan.)		
10. The identity, by title, of the individual(s) responsible for activating the jurisdiction's plan and emergency personnel and resources, and directing the emergency response and recovery.		
11. A method to identify and protect records and other resources deemed essential for continuing government functions and conducting emergency operations (i.e., tax records, birth and death certificates, vital statistics, payroll, etc.)		
12. Procedures to collect, analyze, report, and disseminate disaster related information to, from, and among response personnel, EOC staff, State and Federal government officials, and the public.		
13. A citation or copy of local legislation enabling the line of succession for elected officials and appointed leaders.		
14. A system for augmenting existing, e.g. mutual aid, informal agreements between counties.		

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<i>Each Emergency Management Program Must Provide....</i>		
15. A map or listing of the locations of the primary and alternate Emergency Operations Center.		
16. A method for augmenting existing communication capabilities of emergency response organizations and critical facilities.		
17. A method of communicating between the EOC and the field management system, e.g. RACES, ARES.		
18. A procedure for recording or logging of significant events throughout the duration of the emergency or disaster.		
19. A method of assigning responsibility to leading emergency response organizations for preparing and maintaining current SOPs, resource lists, mutual aid agreements, and checklists detailing how assigned responsibilities are to be performed to support the action plan implementation.		
20. Procedures for notifying key personnel when activating the Emergency Operations Center.		
21. Procedures to organize and coordinate the arrival of emergency volunteers.		
22. A statement/signature by the primary section holders indicating that they will report to the EOC when it is activated for scheduled exercises or disasters, or delegate another from their agency to staff the EOC and implement the plan.		
23. The line of succession for each key official identified in the document (key official plus two alternates). Identify these people by title or position. This item should be addressed in each section.		
24. A procedure for briefing all emergency response organizations to the potential dangers associated with hazardous materials, fire, and other hazards present during emergency operations.		
25. A listing of communication channels e.g., radio frequencies, radio stations, television stations.		
26. Procedures for warning special locations, such as schools, hospitals, nursing homes, major industries, institutions, and places of public assembly.		
27. Procedures for warning special needs populations identified in the community, i.e., those who have disabilities; live in institutionalized settings; are elderly; are children; are from diverse cultures, have limited proficiency in English or are non-English-speaking; or are transportation disadvantaged.		
28. Procedures for activating the public warning systems, e.g. sirens, emergency alert system (EAS), public announcement systems, media contacts (radio, TV), web sites, door-to-door.		

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29. Procedures for emergency response organizations to coordinate press releases with the Public Information Official and procedures to clear information with the jurisdiction's chief executive before release to the media and general public.		
30. Procedures for the preparation and distribution of emergency management materials to identified special needs groups in the community, e.g. those who have disabilities; live in institutionalized settings; are elderly; are children; are from diverse cultures, have limited proficiency in English or are non-English-speaking; or are transportation disadvantaged.		
31. A method for establishing an information center which will be the official point of contact for the media during an emergency or disaster.		
32. A map or listing of the location of shelters and reception areas for victims of the disaster or emergency (as a supporting document or included in the plan.)		
33. Procedures for coordinating the Fire Service assets of the community.		
34. A method of coordinating with utility companies for the restoration of utility services.		
35. Procedures for the clearance and proper disposal of debris during a disaster or emergency.		
36. Procedures for appropriate disease prevention measures (i.e., inoculation, water purification, pest control, quarantine, etc.)		
37. Procedures to distribute medicines (i.e., antidotes, drugs, vaccines, etc.) to shelters.		
38. Considerations for medical, transportation, and related support to elderly handicapped and other special needs groups.		
39. Procedures for the medical care and transportation of on-scene responders or injured people to appropriate hospitals during disaster or emergency situations.		
40. Procedures for the expansion and coordination of mortuary services, temporary morgues, and victim identification.		
41. A method for security and access control to the disaster area and critical facilities.		
42. A method of identifying suitable evacuation routes.		
43. Considerations for shelter, food and other basic needs of victims affected by the emergency or disaster situation.		
44. A procedure to assign responsibility to track the whereabouts of affected family members.		
45. Procedures for health/medical care at shelter/congregate care facilities.		

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46. Procedures for identifying and accounting for personal property that may be lost during a disaster or emergency.		
47. Procedures for the inspection, designation, and documentation of damaged structures.		
48. A system of coordination in the event of a Terrorism or Weapons of Mass Destruction (WMD) event, e.g. ICS, EOC, state and/or federal assistance.		
49. Considerations or procedures that address Weapons of Mass Destruction (WMD) and Terrorism in each section/annex of the document.		
50. Procedures to collect and distribute donated goods arriving for the community.		
51. A process for managing volunteer resources and donations.		
National Incident Management System Integration:	Location in plan or in other supporting documents [include title]	Meets criteria, reviewer only
<i>Each Emergency Management Program Must Provide....</i>		
52. A description of the plan's purpose to include functional annexes and hazard-specific appendices.		
53. The scope of preparedness and incident management activities necessary for the jurisdiction.		
54. The organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.		
55. The jurisdiction's situation which includes characterization of population, probability of impact of the hazard, vulnerable facilities, and resource dependencies. (<i>Hazard Analysis</i>).		
56. Assumptions to include the limitations of the plan and a basis for improvisation and modification if it becomes necessary based on the situation.		
57. A concept of operation that captures the sequence and scope of the planned response, explaining the overall approach to the emergency situation.		
58. An organization and assignment of responsibilities.		
59. A description of the functional areas or agencies assigned to the emergency operations center.		
60. A description of administration and logistics.		

National Incident Management System Integration:	Location in plan or in other supporting documents [include title]	Meets criteria, reviewer only
<i>Each Emergency Management Program Must Provide....</i>		
61. A description of the methods for developing and maintaining the plan.		
62. Citations of authorities and references relevant to managing emergencies.		
63. A description of response and short-term recovery activities.		
64. Functional annexes.		
65. Hazard-specific procedures/guidelines.		
66. Descriptions of pre-incident and post-incident public awareness, education, and communications plans and protocols.		
67. A glossary.		

For additional details on each of the above items (53 – 68), refer to the publication “Local and tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures”, Ver. 1.0, Department of Homeland Security.